

Purpose

The purpose of this policy is to establish procedures for determining contract time for construction projects.

Policy

Contract time shall be established to aid the department to better manage the construction of projects.

Procedures

Determination of Contract Time

UDOT 08A-9.1

Responsibility: Design Engineer

Actions

1. Develop the contract time in coordination with the project manager and the project engineer. Obtain information critical to determining contract time such as traffic volumes, public impacts, political implications and where incentive/disincentive considerations are involved. This information is to be included with the PS&E package.
2. All participants in the PS&E review will have input into the calculated contract time figure.
3. Reviews and considers the information given at the PS&E to determine if recalculating of contract time is necessary.

Responsibility: Project Manager

4. Coordinates with the Project Engineer to agree on contract time before assembling the final package.
5. Enters the total contract time in the contract proposal.
6. When the actual contract advertisement date is delayed from the original schedule, contract time should be reviewed before advertisement bidding.